KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, September 23, 2025, 3:00 P.M.

MINUTES

The meeting was conducted in the District Board Room and by teleconference in accordance with the Brown Act and AB 2449. The District offered the public the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: (In-Person): Stephen Brown, William Opel, John Feliton, Timothy Eldridge

DIRECTORS ABSENT: Gordon Johnson

STAFF PRESENT: (In-Person): Tom Majich, General Manager (GM); Katherine Morrisroe, Assistant Management Analyst

PUBLIC PRESENT: None

1. **CALL TO ORDER:**
   Chairman Brown called the meeting to order at 3:00 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. **PUBLIC COMMENT:** None

3. **REVIEW OF MINUTES:**
   Director Eldridge motioned to approve the **August 26, 2025, Regular Meeting** Minutes for filing and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Eldridge / Feliton – 4 Aye / 0 Nay / 1 Absent).

4. **REVIEW OF FINANCIAL REPORTS – AUGUST 2025:**
   The General Manager presented the August 2025 financial reports. Director Eldridge motioned to approve the reports for filing and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Eldridge / Feliton – 4 Aye / 0 Nay / 1 Absent).

5. **AUTHORIZE GM TO ENGAGE STREAMLINE FOR WEBSITE ADA COMPLIANCE:**
   The General Manager presented a memo regarding the DocAccess program offered by Streamline, which would keep the KID website compliant with Federal and State regulations for online document accessibility. Director Opel motioned to table the approval for a future meeting, the motion was not seconded. Director Eldridge motioned to approve the engagement of Streamline for the proposed services. It was seconded by Chairman Brown. It was motioned/seconded/carried – (Eldridge / Brown -3 Aye / 1 Nay - Opel / 1 Absent).

6. **<u>CYBERSECURITY PROJECT APPROVAL:</u>**
The General Manager proposed the purchase of Cricket SCADA LLC materials to complete programming ahead of the Cal OES grant deadline for the Cybersecurity Grant awarded to the District. Director Eldridge motioned to approve the recommendation of the GM and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Eldridge / Opel – 4 Aye / 0 Nay / 1 Absent).

7. **<u>RESCHEDULE FUTURE MEETINGS:</u>**
Director Eldridge motioned to adjourn the Regular Board Meetings of November 25, 2025 and December 23, 2025; and to schedule Special Board Meetings for November 18, 2025 at 2:00 P.M. and December 16, 2025 at 2:00 P.M. The motion was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Eldridge / Feliton – 4 Aye / 0 Nay / 1 Absent).

8. **<u>ARTIFICAL INTELLIGENCE (AI) POLICY AND ENGAGEMENT OF AI SERVICE PROVIDER:</u>**
The Board reviewed the District AI policy presented by the GM. The GM presented a proposal from TeamSolve to implement their AI assisted workflow management solution. The Board directed the GM to review data security and adaptability details with TeamSolve and to re-present the proposal at the next Board meeting for consideration. Director Eldridge motioned to approve the proposed District AI policy and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Eldridge / Feliton – 4 Aye / 0 Nay / 1 Absent).

9. **<u>INFORMATION ITEMS:</u>**
a. The General Manager reviewed the August 2025 Water Loss Audit report.

b. The General Manager reviewed the August 2025 Water Quality Testing Report.

c. The General Manager reviewed the Valve Exercising Status Report as of 8/31/25. This report will be presented annually following the exercising of 100 valves in the calendar year.

d. The General Manager presented the Water Production and Sales Report for July 2024 through June 2025. The GM provided information on the capacity of Wilcox Well and the impact of the loss of all tunnel water to system operations. Director Opel noted an error in the header for Figure 1 regarding dates, the GM will correct this before publishing in final form.

e. The General Manager reported that the process of obtaining FEMA public assistance for the Eaton Fire damages is ongoing.

f. The General Manager reported that the PWP Ranch Top Interconnection Operations are ongoing.

g. The General Manager reported that there is no proposal for the Septic to Sewer Feasibility Study yet as the District is working on a Master Services agreement from LA County so that the County can prepare a proposal for the contemplated services.

h. The General Manager previewed the Financial Plan Update and possible rate adjustment. It will be formally reviewed at the next meeting, along with a 5-year financial plan.

i. The AI policy was previously reviewed and motioned to carry in Item 8.

j. The General Manager reviewed the ACWA-JPIA report of its Annual Risk Assessment Visit.

10. GENERAL MANAGERS REPORT: The report was not available at meeting time and not reviewed.

11. DIRECTOR REPORTS AND/OR COMMENTS:
Chairman Brown addressed the issue of missing items in the agenda packet and directed staff to review all packets for thoroughness before distributing. Director Brown asked if there was any updates on Subeca's performance status and requested the GM report on it regularly as an information item. Chairman Brown requested a newsletter to be sent out before the end of 2025 addressing post-Eaton Fire issues as well as potential rate impacts, Chairman Brown will work with the GM to produce the newsletter.

12. CALENDAR: Upcoming meetings: October 28, 2025; November 18, 2025; December 16, 2025.

13. ADJOURNMENT:
Chairman Brown adjourned the meeting at 5:20 P.M.

Prepared and submitted by,

Katherine Morrisroe
Assistant Management Analyst